

USER'S MANUAL

FIELD ADMITS
INFORMATION PROCESSING SYSTEM



15 August 1999

USER'S MANUAL

FIELD ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS) INFORMATION PROCESSING SYSTEM

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USER'S MANUAL

Field Alcohol and Drug Management Information Tracking System (ADMITS)

Information Processing System

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SECTION 1

INTRODUCTION

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SECTION 1. INTRODUCTION**1.1 PURPOSE AND SCOPE**

Field ADMITS has been developed to automate the activities associated with the drug/achohol abuse screening, training and treatment programs, most commonly referred to as Level II and Level III programs. The purpose of this manual is to provide sufficiently detailed information to enable users to execute three main functions:

1. Collect Field ADMITS data
2. Prepare collected data for submission to ADMITS
3. Maintain the data collected

This manual describes all menus, screens, and other options necessary for data entry and report generation. Step-by-step instructions for using the system can be found in Sections 3 through 11. Sections 4 through 11 correspond to the Main Menu selections found in Figure 3.5.

Any comments or suggestions for improvement to the Field ADMITS program or User Guide may be directed to p60fb@persnet.navy.mil. Any constructive input that will enable us to better serve the Fleet is welcome.

1.2 REFERENCES

- (a). OPNAVINST 5350.4C

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SECTION 2

GENERAL DESCRIPTION OF THE FIELD ADMITS INFORMATION PROCESSING SYSTEM

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2.1 OVERVIEW

Field ADMITS is a menu-driven system. The user will find it easy to go to the Main Menu or return to a previous screen from any Field ADMITS screen. Figure 3.5 shows the basic menu design of Field ADMITS. This manual contains illustrations of the many screens in the Field ADMITS application to help you understand how to use the application. These screens should be considered examples only. Although the screen format should look the same when you use the system, the information content may be different. The System Administrator for Field ADMITS will be able to access all menus and screens shown in this manual. Other Field ADMITS users will be limited according to the access level listed in their user profile.

2.2 INPUT

Input to Field ADMITS originates when a member's command assigns him/her to undergo screening, treatment or training. Participation in screening, treatment or training results from recommendations or inputs from various sources which include the following:

- a. Command Drug and Alcohol Program Advisor (DAPA) or Substance Abuse Counseling Officer (SACO)
- b. Individual service members (self-referrals)
- c. Command Training Officer

2.3 OUTPUT

Field ADMITS generates screening, treatment and training information which is downloaded by the Facility and sent to the ADMITS office for processing. Upon receipt of diskettes from the field, ADMITS uploads the records to the primary ADMITS database. A report is generated detailing the status of processing, including any discrepancies and forwarded back to the originating facility. The facility will then correct any discrepant information (with the exception of duplicate entries which need no further action) and return the corrected information to the ADMITS office.

2.4 SECURITY

Field ADMITS relies on user profiles to maintain the security of all data. This means that a user needs a valid user ID and password to gain access to Field ADMITS. User IDs and passwords may be added, changed or deleted as necessary through the System Administrator(see Section 11).

In the next section, Section 3, we will discuss some things the user will need to know prior to using Field ADMITS.

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SECTION 3

WHAT YOU NEED TO KNOW BEFORE YOU USE THE FIELD ADMITS INFORMATION PROCESSING SYSTEM

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SECTION 3. WHAT YOU NEED TO KNOW BEFORE USING FIELD ADMITS

3.1 INSTALLING THE FIELD ADMITS APPLICATION

Installation of the Field ADMITS application is accomplished much like any other Windows based software installation. Click the [Start] button on the Windows Desktop Start Menu and select the [Run] option. Using the [Browse] button, locate the “setup.exe” file for the Field ADMITS application. It may be found on the CD-ROM or floppy disk you received from the Field ADMITS office. If the application was downloaded from the internet, you will have to locate the executable file from the directory into which it was downloaded. Once you find the executable setup file, double click on the filename and the “Run” box will appear. Click [OK] to run setup and finish the installation. Once installation is finished, an icon can be placed on the desktop to expedite access to the application. Refer to the Windows manual or the Help screen for more information on icons.

NOTE: If installing from diskette there will be several floppy diskettes, but all diskettes may not be required. Simply follow the installation instructions. You will be prompted as to which diskettes are needed during the installation process.

3.2 SETTING UP USER IDs AND PASSWORDS

The default USER ID is SUP0000. The default PASSWORD is 00. Initially, the System Administrator will log onto Field ADMITS using the default settings. As soon as is practical he/she should assign himself/herself a new USER ID and PASSWORD and delete the default USER ID and PASSWORD settings. Subsequent testing to ensure that USER ID and PASSWORD are operational should be done **prior to deleting the default settings.** **WARNING WARNING WARNING!!!!** **Once the default USER ID and PASSWORD have been deleted, they are no longer usable without first reloading the Field ADMITS application. Reloading the application will delete ALL information previously stored. If a reload of the application is required, the System Administrator must ensure that all data has been backed up using the [BACKUP FILES] option prior to reloading the application. This will ensure that all text, database and index files are not lost in the event a reload is required.**

3.3 LOGGING ON FIELD ADMITS

To log into Field ADMITS, double click the Field ADMITS icon that you placed on the desktop during installation. The Bureau of Naval Personnel, Navy Personnel Command logo will appear(**Fig 3.1**). Move the mouse to the center of the command logo until a tool tip appears and then click the mouse, or press [ENTER]. The ADMITS Login screen will appear(**Fig 3.2**). The correct User ID and Password will have to be filled in to successfully login. If not, a message screen will appear prompting you to enter the correct password(**Fig 3.3** and **Fig 3.4**).

FIG 3.1 COMMAND LOGO



FIG 3.2 ADMITS LOGIN SCREEN

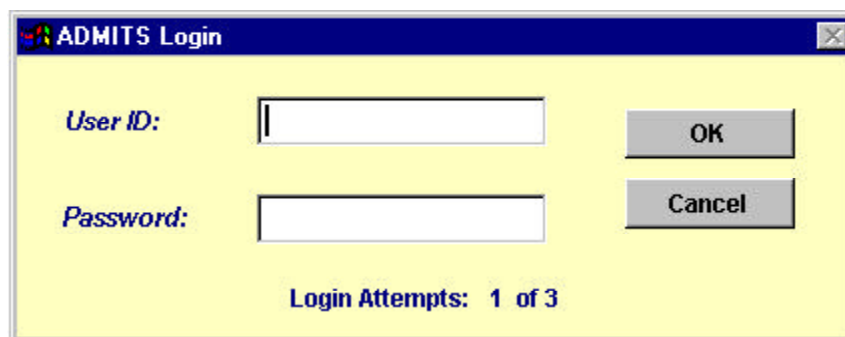


FIG 3.3 NO PASSWORD



FIGURE 3.4 WRONG PASSWORD



3.4 MAIN MENU SCREEN

3.4.1 The Main Menu Screen allows entry into any one of the eight areas within Field ADMITS. Once inside the application, simply navigate to the necessary data entry screen to browse, edit or delete Field ADMITS data. When finished working in Field ADMITS, navigate back to this Main Menu and click [EXIT] to terminate the Field ADMITS application.

FIGURE 3.5
FIELD ADMITS MAIN MENU



3.5 DATA ENTRY SCREEN

3.5.1 Manipulating the information within Field ADMITS requires working with **Data Entry Screens**. These screens appear after you make a **Menu** selection. Figure 3.6 is a typical Data Entry screen. A Data Entry Screen contains **Data Entry Fields**. SSN would be a Data Entry Field. Data Entry Fields contain information such as **SSN, RANK, MEMBER'S UIC**, etc. Each Data Entry Field represents a small piece of information within Field ADMITS.

FIG 3.6
FIELD ADMITS DATA ENTRY SCREEN

The screenshot shows a Microsoft Visual FoxPro window titled "Screening Information". The form contains the following fields and controls:

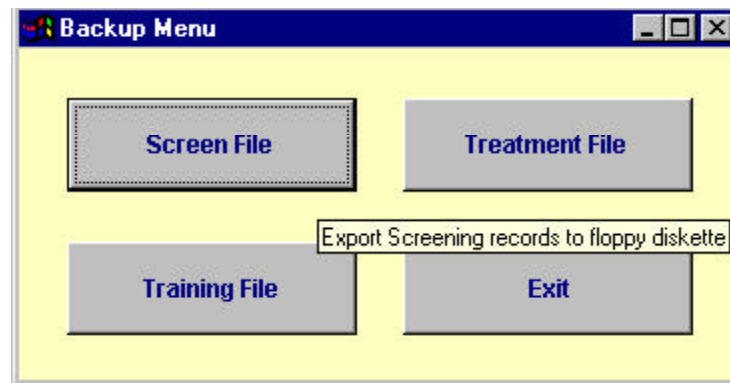
- SSN**: Text field with a dash placeholder.
- Screening Date**: Text field with slashes placeholder.
- Branch of Service**: Dropdown menu.
- Rank**: Text field.
- UIC**: Text field.
- Type Report**: Dropdown menu.
- Staff#**: Text field.
- Incident Date**: Text field with slashes placeholder.
- Facility**: Text field.
- Incident Info**: Dropdown menu.
- Primary Substance**: Dropdown menu.
- Secondary Substance**: Dropdown menu.
- Referral Reason**: Dropdown menu.
- Previous Education**: Dropdown menu.
- Recommended Action**: Dropdown menu.
- Previous Detections**: A list of radio button options:
 - Urinalysis - Drug
 - Mil Law Enf - Drug
 - Civ Law Enf - Drug
 - Cmd/Super/DAPA Drug
 - Medical - Drug
 - Self - Drug
 - Mil Law Enf - Alcohol
 - Civ Law Enf - Alcohol
 - Cmd/Super/DAPA - Alcohol
 - Medical - Alcohol
 - Self - Alcohol
- Other Action**: A list of checkbox options:
 - AA - Alcoholics Anonymous
 - NA - Narcotics Anonymous
 - Psychiatric Referral
 - Family Service Center
 - Civilian Services
 - VA Medical Center
 - Other
 - None

Buttons on the right side of the form include: Search, Save, Browse, Clear, Next Recd, Prev Recd, Delete, and Cancel. A "Loading Screen forms..." dialog box is visible in the top right corner. The status bar at the bottom displays "Enter your password, then press TAB..." and "NUM CAPS" indicators.

3.6 TOOL TIPS

3.6.1 Helpful tool tips are often found on the menu or on the field in which you are attempting to make an entry and assist in task completion. Figure 3.7 shows a Data Entry screen with the tool tip highlighted.

FIG 3.7 TOOL TIP



3.7 MESSAGE SCREENS

3.7.1 Message screens are displayed to show various errors or task completions. Figure 3.8 shows an SSN **Error Message**. If a mistake is made, the application will display an error message which tells exactly what the mistake is and how to correct it. There are many typical message screens within the Field ADMITS application.

FIG 3.8 ERROR MESSAGE



3.8 DROP-DOWN MENUS

Drop-Down (or Pull-Down) Menus display a list of authorized entries for a field. Figure 3-9 below shows an example of a drop-down menu. Field ADMITS makes drop-down menus available when you add/edit information in a record. Drop-down menus help you enter appropriate information in a consistent format and they can be recognized by the down arrow located to the right of the Data Entry Field. Figure 3.9 shows the drop-down menu for the Field ADMITS Data Entry Field, **Branch of Service**. Choosing an entry from a drop-down menu works the same way as choosing from a regular menu. When the drop-down menu appears, review the choices by pressing the [↓] key or by clicking on the black down arrow located in the data field. Once the desired choice is highlighted, just hit the [ENTER] key and Field ADMITS will automatically enter the information you selected into the appropriate Data Entry Field. Using the drop-down menu in figure 3.9 as an example, if you pressed [ENTER] when the cursor highlighted USN, the drop-down menu would disappear, and USN would appear in the Data Entry Field below **Branch of Service**.

FIG 3.9
DATA ENTRY SCREEN WITH DROP-DOWN MENU

The screenshot shows a software window titled "Screening Information". It contains several data entry fields and a list of options. The "Branch of Service" field has a dropdown menu open, displaying the following options: USN, USMC, USCG, USA, USAF, OTHER, and RETIRED. The "USN" option is highlighted. Other fields include SSN (123-45-6789), Screening Date (10/10/1998), Rank, UIC, Type Report, Staff #, Facility, Incident Info, Primary Substance, Substance, Referral Reason, Previous Education, Recommended Action, Previous Detections (a list of drug and alcohol tests), and Other Action (a list of referral options). Buttons for Search, Save, Browse, Clear, Next Recd, Prev Recd, Delete, and Cancel are on the right side.

In the next section, Section 4, we will discuss how to use the **Screening** option of the Field ADMITS application.

SECTION 4

SCREENING DATA

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SECTION 4. SCREENING DATA.

This section provides detailed instructions for the creating, updating and deleting of information concerning the screening of members resulting from an alcohol or drug abuse incident.

4.1 ACCESSING the SCREENING INFORMATION DATA ENTRY FORMS

Drug and Alcohol Screening information is kept in the Screening Database portion of Field ADMITS.

To edit Screening Data within Field ADMITS:

1. Click on the Screening button from the Main Menu as indicated below in Figure 4.1.

FIG 4.1 FIELD ADMITS MAIN MENU



The next screen to appear will be the **Screening Information Data Screen (Figure 4.2)**. From this screen, there are several options available. Other options are turned on/off as information is entered or displayed.

FIGURE 4.2 SCREENING INFORMATION DATA SCREEN

Screening Information

SSN: 1 - - Screening Date: / / Br of Service: Rank: UIC: Search Save Browse Clear Next Recd Prev Recd Delete Cancel

Type Report: Staff #: Incident Date: / / Facility: 00110

Incident Info: Primary Substance: Secondary Substance:

Referral Reason: Previous Education: Recommended Action:

Previous Detections

<input type="checkbox"/> Urinalysis - Drug	<input type="checkbox"/> Mil Law Enf - Alcohol
<input type="checkbox"/> Mil Law Enf - Drug	<input type="checkbox"/> Civ Law Enf - Alcohol
<input type="checkbox"/> Civ Law Enf - Drug	<input type="checkbox"/> Cmd/Super/DAPA - Alcohol
<input type="checkbox"/> Cmd/Super/DAPA Drug	<input type="checkbox"/> Medical - Alcohol
<input type="checkbox"/> Medical - Drug	<input type="checkbox"/> Self - Alcohol
<input type="checkbox"/> Self - Drug	

Other Action

- ☐ AA - Alcoholics Anonymous
- ☐ NA - Narcotics Anonymous
- ☐ Psychiatric Referral
- ☐ Family Service Center
- ☐ Civilian Services
- ☐ VA Medical Center
- ☐ Other
- ☐ None

The first option we will discuss will be the Search option.

4.2 SEARCH SCREENING INFORMATION

4.2.1 [Search] - Searches the database for a specific record based on the input of the SSN and Screening Date. This option is the only available means to create a new record, but may also be used to retrieve an existing record.

To Search for an existing Screening record:

1. Enter the SSN. If a Search is executed without entering the SSN, or an SSN is entered which does not meet validation criteria, an error message will appear and the correct information must be entered. See Figure 4.3.

FIGURE 4.3 SSN ERROR MESSAGE



2. Enter the Screening Date in MMDDYYYY format. The Search button will highlight automatically.
3. Hit **[ENTER]** or click on **[Search]** with the mouse.

If the user enters a questionable Screening Date, a message will appear and the correct information must be entered. See Figure 4.4.

FIGURE 4.4 SCREENING DATE ERROR MESSAGE



Once the information is correct, the record will be displayed. If the SSN and Screening Date are correct and the member has no record in the database, a message screen will appear stating that the record was not found. At this point, the user may continue to enter a new record. See Figure 4.5.

FIGURE 4.5 RECORD NOT FOUND MESSAGE



To enter a new record, proceed to step 3.

3. Enter [Yes]. The Screening Information Data Screen will reappear.

4. Enter **Branch of Service** from the drop-down menu.

5. Enter **Rank**. E1-E9, O1-O9 format; no dashes.

6. Enter 5 digit **Unit Identification Code** of the Command to which the member is attached.

7. Enter **Type Report** from the drop-down menu.

a. For a new record, select **INITIAL**;

b. For a correction to an existing record, select **AMENDMENT**;

NOTE: Do not select Amendment to enter subsequent incidents. A subsequent incident is considered a new record and MUST be entered as such.

c. To cancel a record that was previously sent to NAVPERSCOM, select **CANCELLATION**. To remove records not yet sent to NAVPERSCOM, see Para.4.5.1.

8. Enter assigned **Staff#**.

9. Enter **Incident Date** in MMDDYYYY format and cannot be a future date.

10. It is not necessary to enter the **Facility Code** as it is automatically entered by the application.

11. Enter **Incident Info** from the category that best describes how the incident was detected.

12. Enter the **Primary Substance** abused from the drop-down menu choices.

13. Enter **Secondary Substance** if applicable.

14. Enter **Referral Reason**, either drug or alcohol.
15. Enter **Previous Education** from the drop-down menu choices.
16. Enter **Recommended Action** from the drop-down menu choices. These actions are services that the Navy can provide.
17. Enter number or **Previous Detections** by type. This is a numerical entry.
18. Enter **Other Action** recommended.
19. After all information has been entered, hit **[SAVE]** to save the record. See Para. 4.4.

4.3 BROWSE SCREENING INFORMATION

4.3.1 [Browse] - This option allows the retrieval of any record in the screening file for viewing or editing.

To Browse a record:

1. Click on the **[Browse]** button(Figure 4.2) and the Browse screen will appear. See Figure 4.6.

FIGURE 4.6 BROWSE SCREENING INFORMATION

[illegible]

2. Arrow up or down to the desired record, or use the mouse to highlight the desired record.
3. Press [ESC]. The selected Screening record will appear and may now be viewed or edited. See Figure 4.7.

FIGURE 4.7
SCREENING RECORD

Visual FoxPro

Record 1 of 1

Screening Information

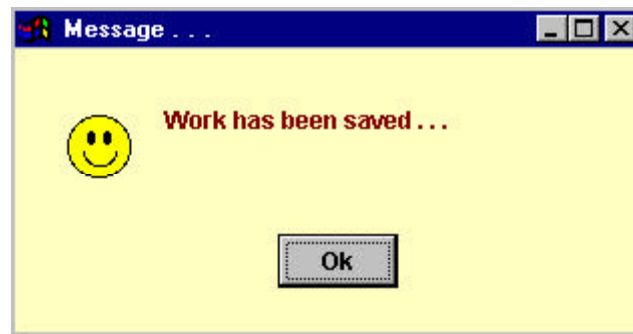
SSN 001-00-0001	Screening Date 01/01/1999	Branch of Service USN	Rank E2	UIC 00000	<input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Browse"/> <input type="button" value="Clear"/> <input type="button" value="Next Recd"/> <input type="button" value="Prev Recd"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>
Type Report INITIAL	Staff# WIL0847	Incident Date 12/31/1998	Facility 00110		
Incident Info URINALYSIS-DRUG	Primary Substance ALCOHOL	Secondary Substance ALCOHOL			
Referral Reason ALCOHOL	Previous Education ADAMS (E6 & UP)	Recommended Action INTEN OUTPATIENT			

Previous Detections 0 Urinalysis - Drug 0 Mil Law Enf - Drug 0 Civ Law Enf - Drug 0 Cmd/Super/DAPA Drug 0 Medical - Drug u Self - Drug		0 Mil Law Enf - Alcohol 0 Civ Law Enf - Alcohol 0 Cmd/Super/DAPA - Alcohol 0 Medical - Alcohol 0 Self - Alcohol		Other Action <input type="checkbox"/> AA - Alcoholics Anonymous <input type="checkbox"/> NA - Narcotics Anonymous <input type="checkbox"/> Psychiatric Referral <input type="checkbox"/> Family Service Center <input type="checkbox"/> Civilian Services <input type="checkbox"/> VA Medical Center <input type="checkbox"/> Other <input type="checkbox"/> None
---	--	---	--	--

4.4 SAVE SCREENING INFORMATION

4.4.1 [Save] - Saves the displayed Screening record once valid data is entered. Do not save until all data has been entered. Once a record has been saved, a message screen will appear. See Figure 4.8.

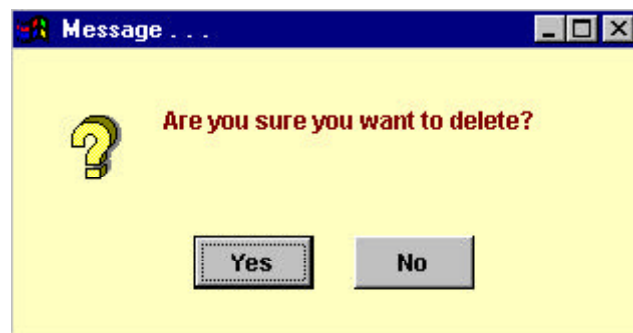
FIGURE 4.8 WORK SAVED MESSAGE



4.5 DELETE SCREENING INFORMATION

4.5.1 [Delete] - Deletes the displayed Screening record after confirming the user's choice to delete. Used only when record has **NOT** been sent to NAVPERSCOM. Field ADMITS will prompt the user to confirm the decision to delete prior to deleting a record. See Figure 4.9.

FIGURE 4.9 CONFIRM DELETE? MESSAGE



Once a record has been deleted, Field ADMITS will confirm the deletion. See Figure 4.10.

FIGURE 4.10 RECORD DELETED MESSAGE



4.6 NEXT RECORD

4.6.1 [Next Record] - Displays the next record in the Screening Data database

4.7 PREVIOUS RECORD

4.7.1 [Prev Record] - Displays the previous record in the Screening Data database.

4.8 CLEAR SCREENING INFORMATION

4.8.1 [Clear] - Clears the screen display of all data. This option does not delete a record.

4.9 CANCEL SCREENING INFORMATION

4.9.1 [Cancel] - Takes the user back to the Main Menu.

In the next section, Section 5, we will discuss how to use the **Treatment** option of the Field ADMITS application.

SECTION 5

TREATMENT DATA

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SECTION 5. TREATMENT DATA.

This section provides detailed instructions for the creating, updating and deleting of information concerning the treatment of members resulting from an alcohol or drug abuse incident.

5.1 ACCESSING the TREATMENT INFORMATION DATA ENTRY FORMS

Drug and Alcohol Treatment information is kept in the Treatment Database portion of Field ADMITS.

To edit Treatment Data within Field ADMITS:

1. Click on the Treatment button from the Main Menu as indicated below in Figure 5.1.

FIG 5.1 FIELD ADMITS MAIN MENU



The next screen to appear will be the **Treatment Information Data Screen (Figure 5.2)**. From this screen, there are several options available. Other options are turned on/off as information is entered or displayed.

FIGURE 5.2 TREATMENT INFORMATION DATA SCREEN

The screenshot shows a software window titled "Treatment Information". The window contains the following fields and controls:

- SSN**: A text input field with a red rectangular box around it.
- Screening Date**: A date input field showing " / /".
- Br of Svc**: A dropdown menu.
- Rank**: A text input field.
- UIC**: A text input field.
- Type Report**: A dropdown menu.
- Entry Date**: A date input field showing " / /".
- Term Date**: A date input field showing " / /".
- Facility**: A text input field containing "00110".
- Referral Source**: A dropdown menu.
- Primary Substance**: A dropdown menu.
- Secondary Substance**: A dropdown menu.
- Type Program**: A dropdown menu.
- Program Action**: A dropdown menu.
- Prognosis**: A dropdown menu.
- Recommended Aftercare Action**: A section containing four checkboxes: ☐ Counseling, ☐ Meetings, ☐ Education, and ☐ Other.
- Buttons**: A vertical column of buttons on the right side: Search, Save, Browse, Clear, Next Recd, Prev Recd, Delete, and Cancel.

The first option we will discuss will be the Search option.

5.2 SEARCH TREATMENT INFORMATION

5.2.1 [Search] - Searches the database for a specific record based on the input of the SSN and Screening Date. This option is the only available means to create a new record, but may also be used to retrieve an existing record.

To Search for an existing Treatment record:

1. Enter the SSN. If a Search is executed without entering the SSN, or an SSN is entered which does not meet validation criteria, an error message will appear and the correct information must be entered. See Figure 5.3.

FIGURE 5.3 SSN ERROR MESSAGE



2. Enter the Screening Date in MMDDYYYY format. The Search button will highlight automatically.

3. Hit [ENTER] or click on [Search] with the mouse.

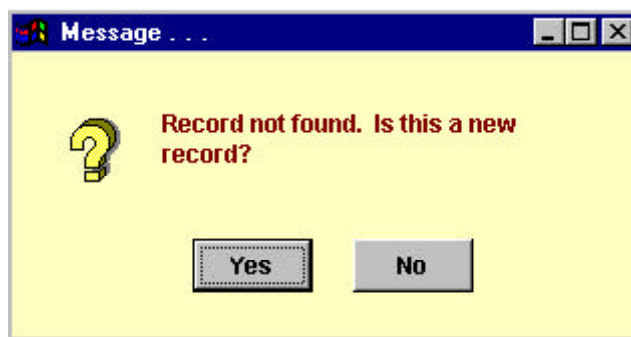
If the user enters a questionable Screening Date, a message will appear and the correct information must be entered. See Figure 5.4.

FIGURE 5.4 SCREENING DATE ERROR MESSAGE



Once the information is correct, the record will be displayed. If the SSN and Screening Date are correct and the member has no record in the database, a message screen will appear stating that the record was not found. At this point, the user may continue to enter a new record. See Figure 5.5.

FIGURE 5.5 RECORD NOT FOUND MESSAGE



To enter a new record, proceed to step 3.

3. Enter [Yes]. The Treatment Information Data Screen will reappear.

4. Enter **Branch of Service** from the drop-down menu.

5. Enter **Rank**. E1-E9, O1-O9 format; no dashes.

6. Enter 5 digit **Unit Identification Code** of the Command to which the member is attached.

7. Enter **Type Report** from the drop-down menu. Select **Initial** for a new record. Select **Amendment** for a correction to an existing record.

NOTE: Do not select Amendment to enter subsequent incidents. A subsequent incident is considered a new record and MUST be entered as such.

Select **Cancellation** to delete a record **previously sent to NPC**. To remove records not yet sent to NPC, use the delete option.

8. Enter **Entry Date** in MMDDYYYY format and cannot be a future date. This is the date that the member started treatment.

9. Enter **Term Date** in MMDDYYYY format and cannot be a future date. This is the date that the member completed treatment.

10. It is not necessary to enter the **Facility Code** as it is automatically entered by the application.

11. Enter **Referral Source**. Self-explanatory.

12. Enter the **Primary Substance** abused from the drop-down menu choices.

13. Enter **Secondary Substance** if applicable.
14. Enter **Type Program** for the treatment that the individual underwent.
15. Enter appropriate **Program Action**; states whether or not the individual did or did not complete the treatment program and states whether or not they were returned to duty or separated.
16. Enter **Prognosis** as determined by the treatment facility.
17. Enter **Recommended Aftercare Action** from the available choices.
18. Enter [SAVE] to save the new record. See Paragraph 5.4.

5.3 BROWSE TREATMENT INFORMATION

5.3.1 [Browse] - This option allows the retrieval of any record in the treatment file for viewing or editing.

To Browse a record:

1. Click on the Browse button(Figure 5.2) and the Browse screen will appear. See Figure 5.6.
2. Arrow up or down to the desired record, or use the mouse to highlight the desired record.

FIGURE 5.6 BROWSE TREATMENT INFORMATION

[illegible]

3. Press [ESC]. The selected Treatment record will appear and may now be viewed or edited. See Figure 5.7.

FIGURE 5.7
TREATMENT RECORD

The 'Treatment Information' window contains the following fields and controls:

- SSN:** 111-11-1111
- Screening Date:** 05/13/99
- Branch of Service:** USN (dropdown)
- Rank:** E2
- UIC:** 20888
- Type Report:** INITIAL (dropdown)
- Entry Date:** 05/14/99
- Term Date:** 05/14/99
- Facility:** 00110
- Referral Source:** URINALYSIS (dropdown)
- Primary Substance:** COCAINE (dropdown)
- Secondary Substance:** N/A (dropdown)
- Type Program:** DRUG LEVEL II (dropdown)
- Program Action:** COMPLETED RTD (dropdown)
- Prognosis:** FAIR (dropdown)
- Recommended Aftercare Action:**
 - ☒ Counseling
 - ☐ Meetings
 - ☐ Education
 - ☐ Other

Buttons on the right side of the window:

- Search
- Save
- Browse
- Clear
- Next Recd
- Prev Recd
- Delete
- Cancel

5.4 SAVE TREATMENT INFORMATION

5.4.1 [Save] - Saves the displayed Treatment record once valid data is entered. Do not save until all data has been entered. Once a record has been saved, a message screen will appear. See Figure 5.8.

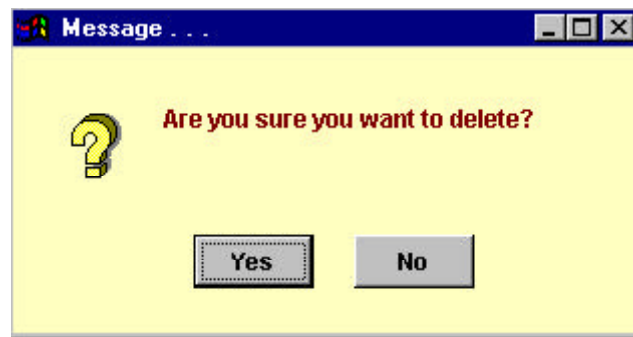
FIGURE 5.8 WORK SAVED MESSAGE



5.5 DELETE TREATMENT INFORMATION

5.5.1 [Delete] - Deletes the displayed Treatment record after confirming the user's choice to delete. Used only when record has **NOT** been sent to NPC. Field ADMITS will prompt the user to confirm the decision to delete prior to deleting a record. See Figure 5.9.

FIGURE 5.9 CONFIRM DELETE? MESSAGE



Once a record has been deleted, Field ADMITS will confirm the deletion. See Figure 5.10.

FIGURE 5.10 RECORD DELETED MESSAGE



5.6 NEXT RECORD

5.6.1 [Next Record] - Displays the next record in the Treatment Data database

5.7 PREVIOUS RECORD

5.7.1 [Prev Record] - Displays the previous record in the Treatment Data database.

5.8 CLEAR TREATMENT INFORMATION

5.8.1 [Clear] - Clears the screen display of all data. This option does not delete a record.

5.9 CANCEL TREATMENT INFORMATION

5.9.1 [Cancel] - Takes the user back to the Main Menu.

In the next section, Section 6, we will discuss how to use the **Training** option of the Field ADMITS application.

SECTION 6

TRAINING DATA

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SECTION 6. TRAINING DATA.

This section provides detailed instructions for the creating, updating and deleting of information concerning the training of members.

6.1 ACCESSING the TRAINING INFORMATION DATA ENTRY FORMS

Drug and Alcohol Training information is kept in the Training Database portion of Field ADMITS.

To edit Training Data within Field ADMITS:

1. Click on the Edit Training Data button from the Main Menu as indicated below in Figure 6.1.

FIG 6.1 FIELD ADMITS MAIN MENU



The next screen to appear will be the **Training Information Data Screen (Figure 6.2)**. From this screen, there are several options available. Other options are turned on/off as information is entered or displayed.

FIGURE 6.2 TRAINING INFORMATION DATA SCREEN

Training Information

SSN Completion Date

Br of Svc Rank UIC

Facility UIC Training Program

Search
Save
Browse
Clear
Next Recd
Prev Recd
Delete
Cancel

The first option we will discuss will be the Search option.

6.2 SEARCH TRAINING INFORMATION

6.2.1 [Search] - Searches the database for a specific record based on the input of the SSN and Completion Date. This option is the only available means to create a new record, but may also be used to retrieve an existing record.

To Search for an existing Treatment record:

1. Enter the SSN. If a Search is executed without entering the SSN, or an SSN is entered which does not meet validation criteria, an error message will appear and the correct information must be entered. See Figure 6.3.

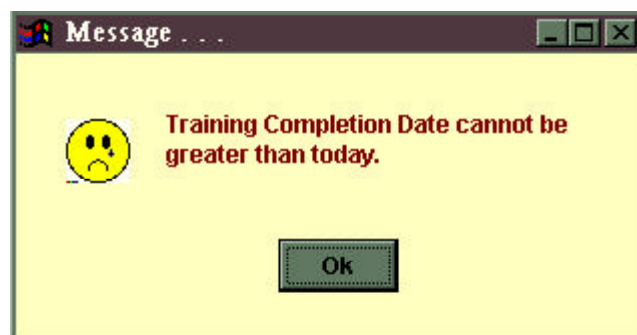
FIGURE 6.3 SSN ERROR MESSAGE



2. Enter the Completion Date in MMDDYYYY format. The Search button will highlight automatically.
3. Hit **[ENTER]** or click on **[Search]** with the mouse.

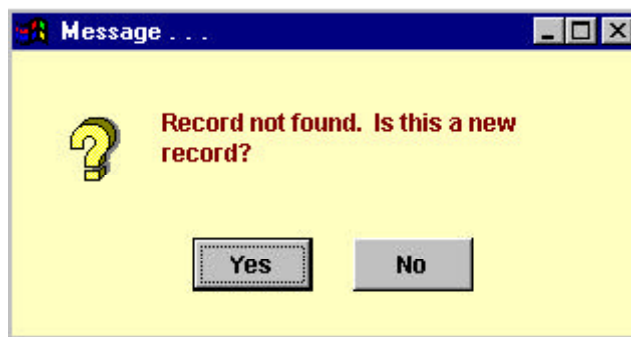
If the user enters a questionable Completion Date, a message will appear and the correct information must be entered. See Figure 6.4.

FIGURE 6.4 COMPLETION DATE ERROR MESSAGE



Once the information is correct, the record will be displayed. If the SSN and Completion Date are correct and the member has no record in the database, a message screen will appear stating that the record was not found. At this point, the user may continue to enter a new record. See Figure 6.5.

FIGURE 6.5 RECORD NOT FOUND MESSAGE



To enter a new record, proceed to step 3.

3. Enter **[Yes]**. The Training Information Data Screen will reappear. (See Figure 6.7)
4. Enter **Branch of Service** from the drop-down menu.
5. Enter **Rank**. E1-E9, O1-O9 format; no dashes.
6. Enter the 5 digit **Unit Identification Code** of the Command to which the member is attached.
7. Enter the 5 digit **Unit Identification Code** of the facility where the training is conducted.
8. Enter the **Training Program** from the list of choices on the drop-down menu.
9. Hit **[Save]** to save the new record. See Paragraph 6.4.

6.3 BROWSE TRAINING INFORMATION

6.3.1 [Browse] - This option allows the retrieval of any record in the training file for viewing or editing.

To Browse a record:

1. Click on the **[Browse]** button(Figure 6.2) and the Browse screen will appear. See Figure 6.6.
2. Arrow up or down to the desired record, or use the mouse to highlight the desired record.

FIGURE 6.6 BROWSE TRAINING INFORMATION

[illegible]

3. Press **[ESC]**. The selected Training record will appear and may now be viewed or edited. See Figure 6.7.

FIGURE 6.7 TRAINING RECORD

Training Information

SSN *Completion Date*

-- / /

Br of Svc *Rank* *UIC*

Facility UIC Training Program

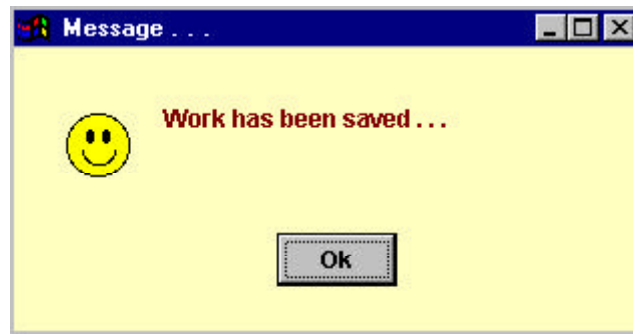
00110

Search
Save
Browse
Clear
Next Recd
Prev Recd
Delete
Cancel

6.4 SAVE TRAINING INFORMATION

6.4.1 [Save] - Saves the displayed Training record once valid data is entered. Do not save until all data has been entered. Once a record has been saved, a message screen will appear. See Figure 6.8.

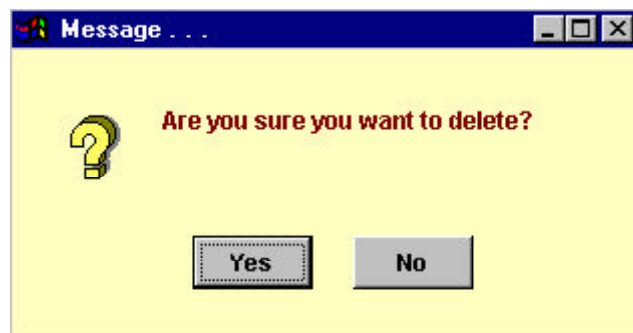
FIGURE 6.8 WORK SAVED MESSAGE



6.5 DELETE TREATMENT INFORMATION

6.5.1 [Delete] - Deletes the displayed Training record after confirming the user's choice to delete. Used only when record has **NOT** been sent to NAVPERSCOM. Field ADMITS will prompt the user to confirm the decision to delete prior to deleting a record. See Figure 6.9.

FIGURE 6.9 CONFIRM DELETE? MESSAGE



Once a record has been deleted, Field ADMITS will confirm the deletion. See Figure 6.10.

FIGURE 6.10 RECORD DELETED MESSAGE



6.6 NEXT RECORD

6.6.1 [Next Record] - Displays the next record in the Training Data database

6.7 PREVIOUS RECORD

6.7.1 [Prev Record] - Displays the previous record in the Training Data database.

6.8 CLEAR TRAINING INFORMATION

6.8.1 [Clear] - Clears the screen display of all data. This option does not delete a record.

6.9 CANCEL TRAINING INFORMATION

6.9.1 [Cancel] - Takes the user back to the Main Menu.

In the next section, Section 7, we will discuss how to use the **Indexes** option of the Field ADMITS application.

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SECTION 7

INDEXES

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SECTION 7. INDEXES.

Occasionally the situation may arise when certain index files need to be rebuilt. One such example would be a corrupted file resulting in the inability to access a record. This section provides detailed instructions for executing a rebuild of Screening, Treatment, Training or User Files within the Field ADMITS application.

7.1 ACCESSING the INDEXES OPTION

To Rebuild Indexes within Field ADMITS:

1. Click on the Indexes button from the Main Menu as indicated below in Figure 7.1

FIG 7.1
FIELD ADMITS MAIN MENU



The next screen to appear will be a Message screen asking “Do you have exclusive use of the Field Admits Application”. This simply means to ensure that you are **the only person logged onto Field ADMITS**. **IMPORTANT NOTE:** No attempt to rebuild index files should be made if more than one user is logged onto Field ADMITS. If Field ADMITS is being run from a LAN, the likelihood of more than one user being logged on simultaneously is possible. In this case the person attempting to rebuild should ensure that they are the sole user. In a stand-alone environment there won’t be a problem. If an attempt is made to rebuild index files while more than one user is logged onto Field ADMITS, the application will most likely crash on the person attempting the rebuild. This will require that specific user to log off and back on. All other users should not be affected.

FIG 7.2
INDEX MESSAGE



3. Click **[Yes]** if you are the only person logged onto Field ADMITS and continue to rebuild index files, or
4. Click **[No]** if you are **NOT** the only person using Field ADMITS and **wait until all other users are logged off prior to attempting a rebuild.**

After clicking [Yes], the next screen will be the **INDEX COMPLETE** message screen, indicating that Indexing of **all files** is finished.

FIG 7.3
INDEX COMPLETE



5. Click **[OK]** to return to the Main Menu.
6. Click the Exit Icon to exit the application if desired.

In the next section, Section 8, we will discuss how to use the Backup option of the Field ADMITS application.

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SECTION 8

BACKUP

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SECTION 8. BACKUP FILES

Occasionally the situation may arise when a reload of Field ADMITS files is necessary. One such example would be a system crash resulting in the inability to access the Field ADMITS application. Another such example might be if the CPU hard drive required reformatting. When this happens, it will be necessary to reload data files from a reliable source. A good backup program needs to be in place should this situation ever arise. If you have a good backup program in place, you will always have reliable files to reload in the event a catastrophe does happen. How often you do a backup should depend on how often you input data. This section provides detailed instructions for executing a backup of Screening, Treatment or Training files within the Field ADMITS application.

8.1 ACCESSING the BACKUP OPTION

To Backup Files within Field ADMITS:

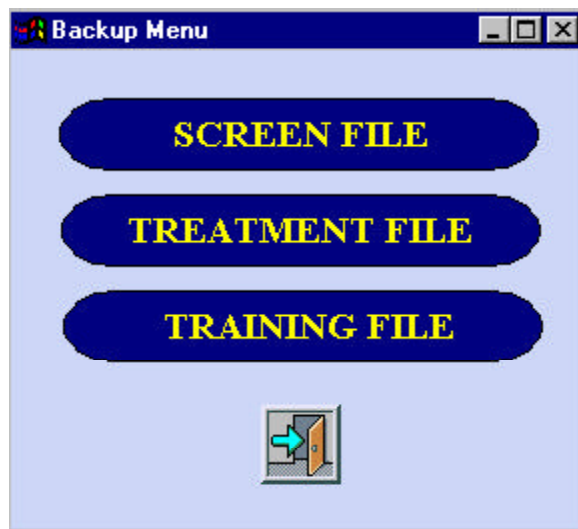
1. Click on the **Backup** button from the Main Menu as indicated below in Figure 8.1.

FIG 8.1
FIELD ADMITS MAIN MENU



The next screen to appear will be the **Backup Menu (Figure 8.2)**. From this screen, the user can access the **Backup** option for Screening, Treatment or Training files.

**FIGURE 8.2
BACKUP MENU**



3. Click on the desired button from the Backup Menu as indicated above in Figure 8.2.

The next screen to appear will be the processing records screen for the specific data being backed up, whether it be SCREENING Backup, TREATMENT Backup, or TRAINING Backup. See Figure 8.3.

**FIGURE 8.3
PROCESSING RECORDS SCREEN**

A screenshot of a software window titled "SCREEN Backup". The window has a yellow background and a dark blue title bar. It contains several fields and buttons. At the top left, "Source File:" is followed by the text "SCREEN". Below that, "No. Records in Input File:" is followed by the number "0". To the right of these fields are two buttons: "Process" and "Cancel". Below these is a section titled "Processing Statistics" which contains two sub-headers: "SCREEN Records Scanned:" and "Records Backed Up". At the bottom, there is a section titled "Processing Status" with a large empty rectangular box below it. The window has standard Windows-style window controls in the top right corner.

5. Click the **Process** button or hit **[Enter]** to commence backup.

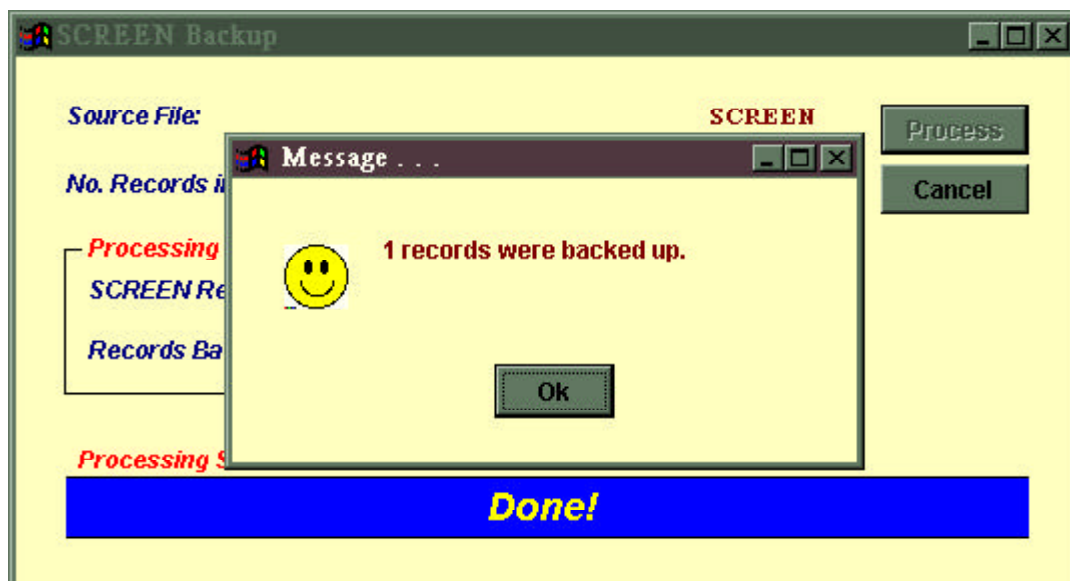
The next screen will be the **Insert Blank Diskette** message screen. See Figure 8.4.

FIGURE 8.4
INSERT BLANK DISKETTE MESSAGE SCREEN



6. Insert a blank formatted diskette in Drive A, then hit **[Enter]** or click **Ok**. Several processing statements will temporarily appear in the top right hand corner of the Microsoft Visual Foxpro window. This tells the user that the files are now being backed up.
The next screen will be the **Backup Done** screen followed immediately by the **Backup Ok** message screen. The message screen will partially overlap the **Backup Done** screen. See figure 8.5. This tells the user that the backup is finished and it also gives the number of records that were successfully backed up.

FIGURE 8.5
COMPOSITE BACKUP SCREEN



7. Click **Ok** or hit **[Enter]**.

The next screen will be the **Remove Diskette** message screen. See Figure 8.6.

FIGURE 8.6
REMOVE DISKETTE SCREEN



8. Remove the diskette, unless you have other records to back up. Click **Ok**

The Remove Diskette Screen will disappear leaving only the Processing Records Screen. This final screen gives you the breakout of how many records are on file, how many were scanned and how many were backed up.

9. Click **Cancel** or hit **[Enter]**.

This is the final step to executing a backup. The application will now return to the **Backup Menu** screen. From there the user may backup other records onto the same diskette, navigate to another section or exit out of the Field ADMITS application entirely.

In the next section, Section 9, we will discuss using the Import option of the Field ADMITS application.

SECTION 9

IMPORT DATA

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SECTION 9. IMPORT

All users of the FIELD ADMITS application must be able to import drug or alcohol screening, treatment or training data files locally. To facilitate this requirement, the FIELD ADMITS application has an Import option on the Main Menu. When importing screening, treatment or training data, the Field ADMITS application is designed to only import data that has not already been imported. Users are also able to import files stored on Backup diskettes in the event of unexpected loss of data. The following steps explain in detail how to perform this function.

9.1 ACCESSING the IMPORT OPTION

To Import files:

1. Click on the **Import** button from the Main Menu as indicated below in Figure 9.1.

FIG 9.1
FIELD ADMITS MAIN MENU



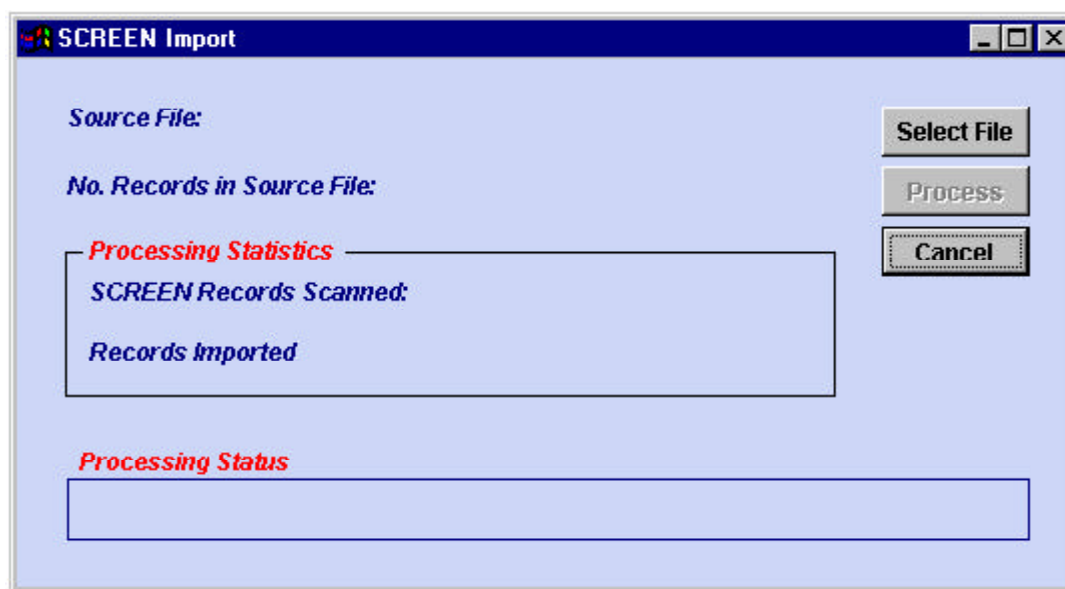
2. The next screen to appear will be the **Import Menu**(Figure 9.2). From this screen the user can import Screening, Treatment, or Training files.

FIGURE 9.2
IMPORT MENU



3. Click on the desired button from the Import Menu. The next screen to appear will be the **Import Screen**(Figure 9.3) for the type records being imported, ie Screen Import.

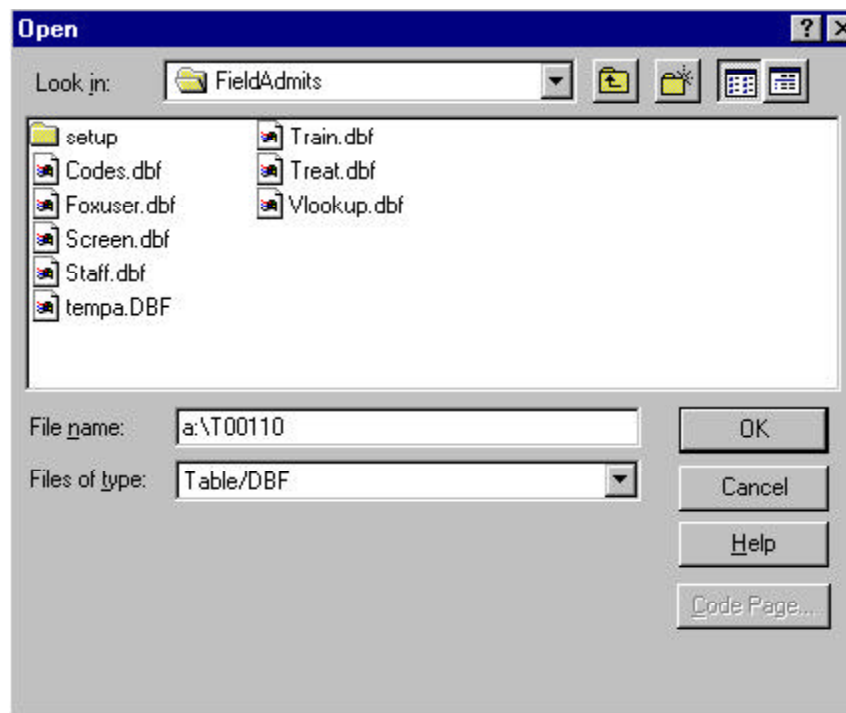
FIGURE 9.3
IMPORT SCREEN



4. Click the [Select File] button. The next screen to appear will be a window with various files listed in the Field Admits parent directory. **These files can't be imported because they are already stored on your computer, so do not try to select from this list.** Instead, type in the pathname(most likely the floppy drive) to the Screening.dbf, Treatment.dbf, or Training.dbf files you wish to import; ie, a:\Screen.dbf.

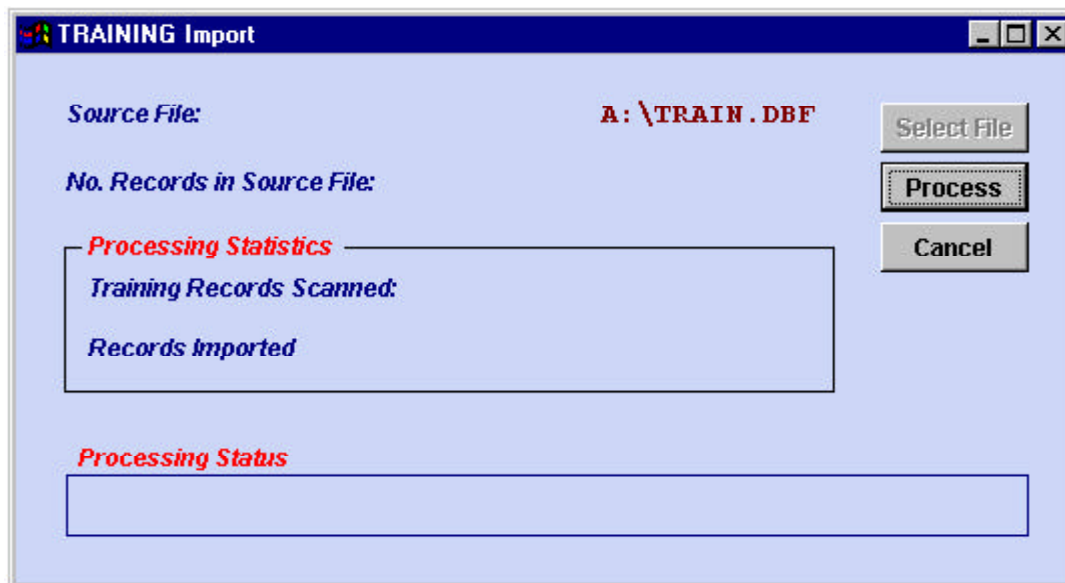
5. Click [OK].

FIGURE 9.4
FILE SELECTION SCREEN



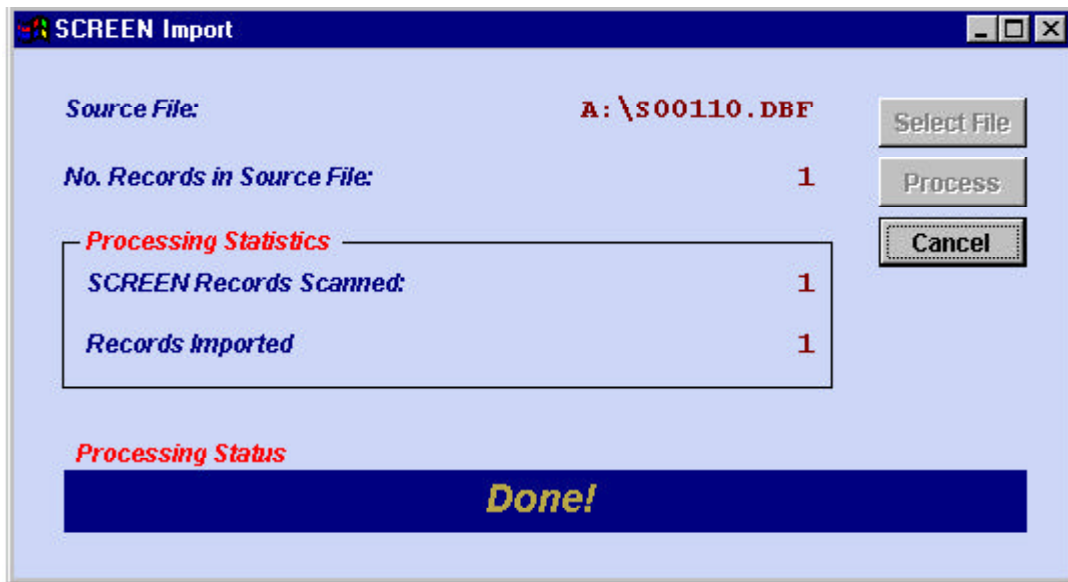
After clicking [OK], the processing screen(Fig 9.5) will appear.

FIGURE 9.5
IMPORT PROCESSING SCREEN



6. Click [PROCESS]. The screen in Figure 9.6 will display how many files were successfully imported.
7. Click [CANCEL] to return to the Import Menu. From there the user can exit Field Admits.

FIG 9.6
IMPORT PROCESS DONE



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SECTION 10

EXPORT DATA

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SECTION 10. EXPORT DATA

The ADMITS Section at NAVPERSCOM currently requires monthly data inputs from any facility that conducts drug or alcohol screening, treatment or training. To facilitate this requirement, the CAACs, ATF, etc. must be able to export the data to a floppy diskette for mailing back to NAVPERSCOM. When exporting screening, treatment or training data, the Field ADMITS application is designed to only export data that has not already been sent to NAVPERSCOM. The following steps explain in detail how to perform this function.

10.1 ACCESSING the EXPORT OPTION

To Export Data to a floppy diskette:

1. Click on the **Export** button from the Main Menu as indicated below in Figure 10.1.

FIG 10.1
FIELD ADMITS MAIN MENU



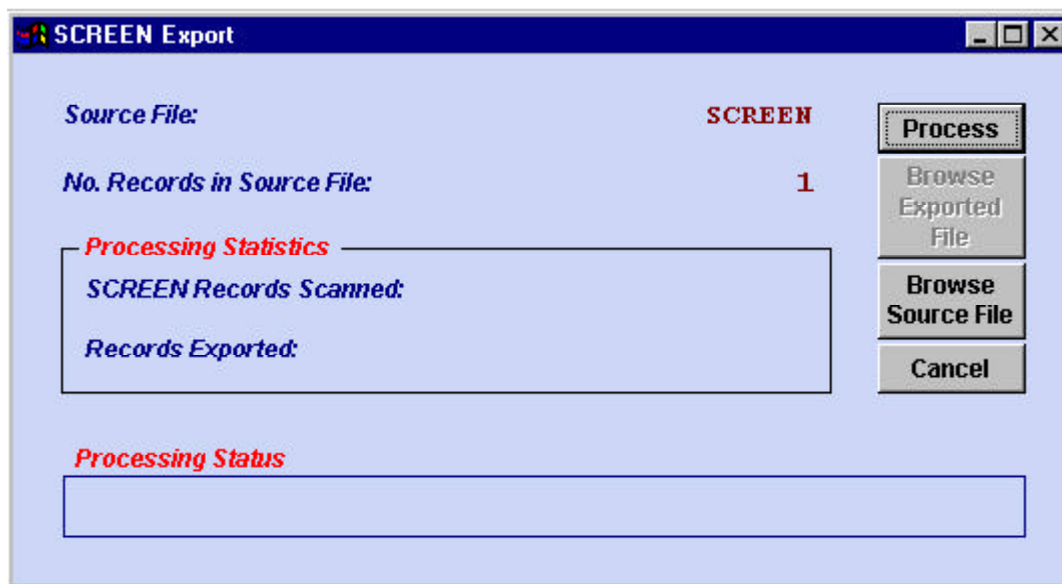
The next screen to appear will be the **Export Menu (Figure 10.2)**. From this screen, the user can export Screening, Treatment or Training files.

FIGURE 10.2
EXPORT MENU



3. Click on the desired button from the Export Menu. The next screen to appear will be the **Export Screen**(Figure 10.3) for the type records being exported.

FIGURE 10.3
EXPORT SCREEN



5. Click the **Process** button or hit **[Enter]** to commence export.

The next screen will be the **Insert Blank Diskette** message screen. See Figure 10.4.

FIGURE 10.4
INSERT BLANK DISKETTE MESSAGE SCREEN



6. Insert a blank formatted diskette in Drive A, then hit **[Enter]** or click **Ok**. Several processing statements will temporarily appear in the top right hand corner of the Microsoft Visual Foxpro window. This tells the user that the files are now being exported onto the floppy diskette.

The next screen will be the **Export Done** screen followed immediately by the **Export Ok** message screen. The message screen will partially overlap the **Export Done** screen. See figure 10.5. This tells the user that the export is finished. It also gives the number of records that were successfully exported.

FIGURE 10.5
COMPOSIT EXPORT SCREEN



7. Click **Ok** or hit **[Enter]**.

The next screen will be the **Remove Diskette** message screen. See Figure 10.6.

FIGURE 10.6
REMOVE DISKETTE SCREEN



8. Remove the diskette, unless you have other records to export. Click **Ok**.

The Remove Diskette Screen will disappear leaving only the Processing Records Screen. This final screen gives you the breakout of how many records are on file, how many were scanned and how many were exported. The only files that will be exported are those that were not previously exported. Files do not get exported more than once.

9. Click **Cancel** or hit **[Enter]**.

This is the final step to executing a data export. The application will now return to the **Export Menu** screen. From there the user may export other records onto the same diskette, navigate to another section or exit out of the Field ADMITS application entirely.

In the next section, Section 11, we will discuss how to use the System Admin option of the Field ADMITS application.

SECTION 11

SYSTEM ADMIN

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SECTION 11. SYSTEM ADMIN

The Field ADMITS application often has more than one user, one of which must be designated as Supervisor(System Administrator). The Supervisor should be the only person with the access to the System User files. He/She should be the only person with the access to add or delete users or to allow users access to change their passwords. Each user must have their own login and password. The Supervisor and user alike should not know or have access to any user passwords. Field ADMITS is setup so that passwords can only be viewed by the person who created the password. The following steps explain in detail how to use this option of Field ADMITS.

11.1 ACCESSING the SYSTEM ADMIN DATA ENTRY FORMS

To Maintain the System User files:

1. Click on the **System Admin** button from the Main Menu as indicated below in Figure 11.1.

FIG 11.1
FIELD ADMITS MAIN MENU



The next screen to appear will be the **User Information** data screen(Figure 11.2). From this screen, the user can Search, Browse, Save, Delete, or navigate through the various user files.

FIGURE 11.2
USER INFORMATION DATA SCREEN

The screenshot shows a Windows-style application window titled "User Information". The window has a light blue background. On the left side, there are six text input fields arranged in three rows. The first row contains "User ID" and "Name". The second row contains "Rank/Rate", "Access Level", and "Password". The third row contains "Facility Code". To the right of these input fields is a vertical column of eight buttons: "Search", "Save", "Browse", "Clear", "Next Recd", "Prev Recd", "Delete", and "Cancel". At the bottom center of the window is a button labeled "Print Staff ID Information Form".

The first option we will discuss will be the Search option.

11.2 SEARCH USER INFORMATION

11.2.1 [Search] - Searches the database for a specific record based solely on the input of the User ID. A search cannot be done by name. Once the record is displayed it may be edited and saved, or a new record created and saved. A printout of the Staff ID Information Form may also be printed from this option.

To Search for an existing User record:

1. Enter the User ID in AAA#### format where AAA = 1st 3 letters of the users last name and #### = last 4 of users SSN. The application will not allow numbers in the place of letters nor will it allow letters in the place of numbers.

If a Search is executed without entering the User ID, an error message will appear and the correct information must be entered. See Figure 11.3.

FIGURE 11.3
USER ID ERROR MESSAGE



Once the information is correct, the complete file will be displayed. Notice that the user password is not displayed. See Figure 11.4

FIGURE 11.4
USER INFORMATION FILE

A screenshot of a "User Information" form window. The form has a light blue background and a dark blue title bar. It contains several input fields and a vertical column of buttons on the right. The fields are: "User ID" with the value "SUP0000", "Name" with the value "SUPERVISOR", "Rank/Rate" with the value "NONE", "Access Level" with the value "1", "Password" (empty), and "Facility Code" with the value "00110". The buttons on the right are: "Search", "Save", "Browse", "Clear", "Next Recd", "Prev Recd", "Delete", and "Cancel". A large button labeled "Print Staff ID Information Form" is located at the bottom center of the form.

To create a new User record:

1. Type in the User ID for the new user in AAA#### format where AAA = 1st 3 letters of the users last name and #### = any four numbers that the user can remember.

NOTE:The application will not allow numbers in the place of letters, nor will it allow letters in the place of numbers.

2. Type in the Name of the new user in PUBLIC JOHN Q format, where PUBLIC = user's real lastname, JOHN = user's real firstname, and Q = user's real middle initial; no punctuation.

3. Type in new user's Rank in E1-E9 format.

4. Type in 2 for new user's Access Level. This prevents non-System Administrators from accessing the Setup and System User files. Supervisor(System Administrator) is the only person allowed Level 1 Access.

5. Have the new user type in their password.

6. Hit **[Save]** to save the new user file. See Section 11.4.

11.3 BROWSE USER INFORMATION

11.3.1 [Browse] - This option allows the retrieval of any user file for viewing or editing.

To Browse a User File:

1. Click on the Browse button and the Browse screen will appear. See Figure 11.5.

FIGURE 11.5
BROWSE SCREEN

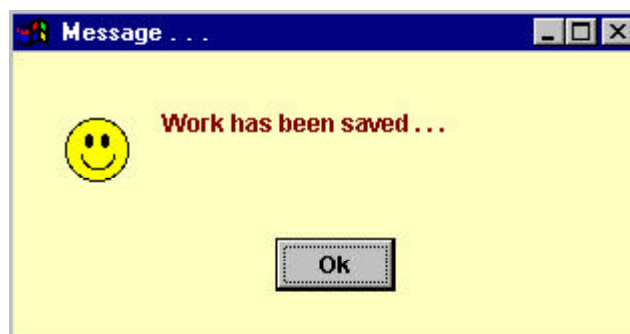
[illegible]

2. Arrow up or down to the desired user file, or use the mouse to highlight the desired user file.
3. Press **[ESC]**. The selected User file will appear and may now be viewed or edited. See Figure 11.4.

11.4 SAVE USER INFORMATION

11.4.1 [Save] - Saves the displayed User file once valid data is entered. Do not save until all data has been entered. Once a record has been saved, a message screen will appear. See Figure 11.6.

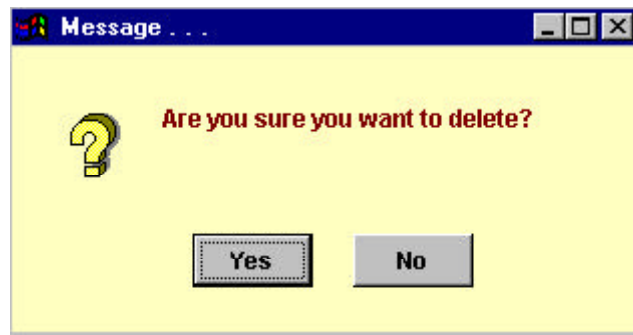
FIGURE 11.6
WORKSAVED SCREEN



11.5 DELETE USER INFORMATION

11.5.1 [Delete] - Deletes the displayed User file after confirming the choice to delete. Field ADMITS will prompt the Supervisor to confirm the decision to delete prior to deleting a record. See Figure 11.7.

FIGURE 11.7
CONFIRM DELETE? MESSAGE



Once a record has been deleted, Field ADMITS will confirm the deletion. See Figure 11.8.

FIGURE 11.8
RECORD DELETED MESSAGE



Once a user is deleted, the Supervisor should fax or mail a Staff ID Information Form to NPC.

11.6 NEXT RECORD

11.6.1 [Next Record] - Displays the next record in the User File database

11.7 PREVIOUS RECORD

11.7.1 [Prev Record] - Displays the previous record in the User File database.

11.8 CLEAR USER INFORMATION

11.8.1 [Clear] - Clears the screen display of all data. This option does not delete a record.

11.9 CANCEL USER INFORMATION

11.9.1 [Cancel] - Takes the user back to the Main Menu.